

## How to build trust in the workplace

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### Trust in business meetings



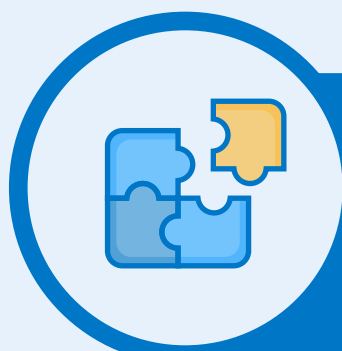
Experiencing trust in meetings enables for open dialogues, but is also basis for innovation. Without trust, new ideas won't be exchanged. The use of audience response tools is strongly related to trust. The following perspectives will place this in an interesting context:

- Different roles in an office network steer the flow of information
- Extraverts and introverts contribute differently to a meeting
- Valuable interaction in open workspaces needs nurturing



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### The roles team members play



Trust dictates how information flows within a work space. Without trust, information won't come far at all. Within an office network team members unconsciously take on different roles that influence the level of trust and innovation:

- Hubs: Situated at the center point of an office network
- Gatekeepers: Highly influential on passing on or blocking information
- Pulse takers: Situated in the periphery of an office network



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### Introvert and extravert employees



The difference between introverts and extraverts is of influence on your team meetings. Considering your individual meeting attendees, you might want to tweak and twist your communication style to cater to both types:

- Don't rush: Take time for your meeting
- Introduce think-breaks: Let attendees think before answering
- Limit group work: No need to always work in pairs
- Facilitate follow up: Let attendees know how input is processed



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### Open or closed workspaces



Fostering interaction at the office, doesn't necessarily come from creating an open work space. There's more to it. Did you ever consider:

- Spreading seats for different roles: Adapt the location of desks to communication styles
- Create your quiet spaces: For some solitude boasts productivity
- Go out!: Stimulate creativity and benefit from a fresh team vibe

